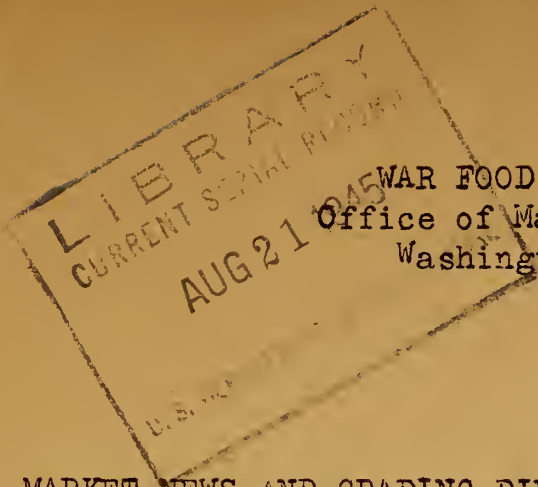


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WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

May 15, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-99, AMEND. 1

To: All Market News and Grading Offices

From: Fred J. Beard, Chief, Market News and Grading Division,
Livestock and Meats Branch

Subject: Annual Leave

Since our memorandum NO. AD-99 on annual leave was released, some confusion apparently has developed with respect to the statement that leave in excess of 5 days should receive prior approval of the Washington office.

Our idea in suggesting that prior approval in excess of five days be received from this office was brought about by the fact that we were endeavoring to work out a schedule whereby the least expense would be involved in the case of relief help and to avoid confusion in having too many of the personnel on extended leave periods at one time. Thus in case of exigencies of the service the Washington office would be in position to determine which field station could be called upon for relief.

It appears that most of the field stations with multiple technical personnel have worked out schedules. However, it is necessary that this office be notified of the leave assignments in order to arrange relief for one-man offices. We did not intend to convey the impression that this office was to approve annual leave slips but rather to be advised of the personnel on annual leave and of the time proposed for such leave.

Fred J. Beard

